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U.S. Department of State Foreign Affairs Manual Volume 3 Handbook 1
Personnel Operations Handbook

3 FAH-1 H-3230 COST-OF-LIVING ALLOWANCES

*(CT:POH-153; 06-22-2012)
(Office of Origin: HR/ER/WLD)*

This subchapter contains procedures and guidelines which implement the regulations published in 3 FAM 3230 and Chapter STR 200 of the Standardized Regulations and should be read in conjunction with those publications.

3 FAH-1 H-3231 HOME SERVICE TRANSFER ALLOWANCES

3 FAH-1 H-3231.1 Procedures for Application

3 FAH-1 H-3231.1-1 Use What Form

*(TL:POH-6; 3-11-96)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)
(Applies to Foreign Service Employees Only)*

State, USAID	SF-1190, Foreign Allowances
USIA, Foreign Service	Application, Grant, and Report.
Corp-USDA	(in duplicate)
Commerce	CD-370, Travel Voucher

3 FAH-1 H-3231.1-2 Where to Obtain Forms

*(TL:POH-6; 3-11-96)
(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)
(Applies to Foreign Service Employees Only)*

State	IO or the appropriate regional bureau
USAID	M/HR/POD, M/HR/EM, or IG/RM as appropriate
USIA	Foreign Service Division (M/HRF), or Foreign Personnel Division (B/PF)
Foreign Service	FAS: ISB/MSD/FSA
Corps-USDA	APHIS: IS/RMS, Personnel
Commerce	Director, Officer of Foreign Service Personnel (OFSP)

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3 FAH-1 H-3231.1-3 Endorsement Required

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

The employee must include the following completed endorsement on the appropriate form:

"I did/did not receive an advance of funds which included a home service transfer allowance advance totaling \$_____.____."

3 FAH-1 H-3231.1-4 Submission of Form

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

The form is submitted to the following authorizing officers for review:

State	Director, Office of Fiscal Operations (M/FMP/FO/OFO)
USAID	Office of Financial Management (M/FM/CMP) (for review and payment)
USIA	Accounts Payable and Claims Branch, Financial Operations Division (M/CFV)
Foreign Service	FAS: ISB/MSD/FSA, Corps-USDA APHIS: IS/RMS, Personnel
Commerce	Director, Office of Foreign Service Personnel (OFSP)

3 FAH-1 H-3231.2 Distribution of SF-1190**3 FAH-1 H-3231.2-1 State**

(*TL:POH-6; 3-11-96*)

(*State Only*)

(*Applies to Foreign Service and Civil Service Employees*)

The original is retained in the Office of Financial Operations (M/FMP/FO/ OFO) and, upon payment, a copy is sent to the employee.

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3 FAH-1 H-3231.2-2 USAID

(TL:POH-6; 3-11-96)

(USAID Only)

(Applies to Foreign Service Employees Only)

The original payment copy is retained by M/FM/CMP with a copy forwarded to M/HR/POP, or IG/RM as appropriate, and a copy to the employee.

3 FAH-1 H-3231.2-3 USIA

(TL:POH-6; 3-11-96)

(USIA Only)

(Applies to Foreign Service Employees Only)

The original is forwarded to the Financial Operations Division (M/CF) Attention: M/CFV, and the copy is retained in the Foreign Service Personnel Division (M/HRF) or Foreign Service Personnel Division (B/PF).

3 FAH-1 H-3231.2-4 Foreign Service Corps-USDA

(TL:POH-6; 3-11-96)

(Foreign Service Corps-USDA Only)

(Applies to Foreign Service Employees Only)

- A. FAS: The original is forwarded to the International Accounting Branch, FMD/FSA, and upon payment a copy is sent to HRD/FSA.
- B. APHIS: The original is forwarded to the IS/RMS, Personnel for forwarding to the field servicing office for payment.

3 FAH-1 H-3231.2-5 Commerce

(TL:POH-6; 3-11-96)

(Commerce Only)

(Applies to Foreign Service Employees Only)

The original CD-370 is forwarded to the Management Service Center, Office of the Secretary (SEC/FO) and upon payment a copy is returned to the Office of Foreign Service Personnel (OFSP).

3 FAH-1 H-3232 SEPARATE MAINTENANCE ALLOWANCE

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3 FAH-1 H-3232.1 Application Procedures

3 FAH-1 H-3232.1-1 Principal Posts

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Applicants must submit an original and one copy of SF-1190.

3 FAH-1 H-3232.1-2 Constituent Posts

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Applicants must submit an original and two copies.

3 FAH-1 H-3232.1-3 Contents of Application

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

A. Reason for Separation: (See section STR 264.2 of the Standardized Regulations)

- If based on health factors, a statement from the attending physician must accompany the application;
- If based on special needs or hardship the application must be accompanied by a signed statement from the member certifying the circumstances.

B. Reference to Regulations

The application must contain a reference to the particular subsection of the Standardized Regulations, which authorizes separate maintenance allowances in the specific situation.

C. Date of Separation: The application must indicate the date on which the member was physically separated from the dependent(s) on whose behalf a separate maintenance allowance is requested.

D. Other Information:

- Anticipated duration of the separation;
- If pertinent, the date on which the member commenced official travel under an order of assignment or the date of assignment if later. (see section STR 265 of the Standardized Regulations).

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3 FAH-1 H-3232.1-4 Review of Application

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

The appropriate authorizing officer is responsible for seeing that the application:

- Meets the conditions or situations outlined in section STR 262 of the Standardized Regulations and that, if based on health factors, it is accompanied by a statement from the attending physician.
- Is accompanied by a medical determination by the Medical Director (M/DGP/MED), or designee, if it is based on exceptions (1) and (2) of section STR 262.3a of the Standardized Regulations.

3 FAH-1 H-3232.2 Disposition of Application**3 FAH-1 H-3232.2-1 Authorized to Grant SMA**

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

When the authorizing officer has been authorized by his/her respective agency to grant, revise, or terminate SMA in specified cases, applications are disposed of as provided in 3 FAH-1 H-3211.3 and section STR 070 of the Standardized Regulations.

3 FAH-1 H-3232.2-2 Not Authorized to Grant SMA

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

- a. When the authorizing officer is not authorized to grant, revise, or terminate SMA, the original SF-1190 is forwarded as follows:

State	IO or the appropriate regional bureau
USAID	See HB 26, Ch. 13, Sec 13F10
USIA	Chief, Foreign Service Division (M/HRF) or Chief, Foreign Service Personnel Division (B/PF)
Foreign Service	FAS: Assistant Administrator, Corps-USDA Management APHIS: Director, Resource Management Support Staff
Commerce	Director, Office of Foreign Service Personnel (OFSP)

- b. The SF-1190 is transmitted by covering memorandum giving the reason for

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separation and the post's recommendation. (A recommendation is not required in cases of special needs or hardship of the member.).

- c. Constituent posts submit the application through the principal post.
- d. One copy of the application is retained for the originating post's files.

3 FAH-1 H-3232.2-3 Washington Office

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

The Washington office in each foreign affairs agency designated to authorize SMA will decide whether to grant the allowance as provided in subchapter 260 of the Standardized Regulations. (For USAID, the original copy is returned to post, a copy is placed in the employee's OPF, and a copy is sent to M/FM/CMP).

3 FAH-1 H-3232.3 Guideline on Opting for SMA

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

The member should consider the following guidelines:

- The decision to take dependents to post or to opt for SMA constitutes the initial election.
- A decision to change this status during the tour constitutes the one change of status.
- If the member has elected to take dependents to post, the decision to put dependents on SMA during the tour, traveling at Government expense, would be the one change of status and no further changes could be made during that tour.
- SMA is automatically suspended when the dependents visit the post for more than 30 days (see section STR 266 of the Standardized Regulations). Should the dependents remain at post until the employee departs on reassignment, they may not travel to the U.S. on the employee's travel orders, having already returned to the U.S. under SMA orders. However, dependents may travel on employee's orders to the next post of assignment on a cost constructive basis using the SMA point as the basis for such travel.
- If the original decision was to opt for SMA, the member could decide during the tour to terminate the SMA and bring the dependents to post at Government expense. This decision would constitute the one change of status and additional changes would not be allowed during the tour. Under these circumstances, the dependents would be authorized travel from post on the employee's travel orders at the end of the tour.

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3 FAH-1 H-3232.4 Distribution of SF-1190

(TL:POH-6; 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Original to the member's fiscal-servicing post for obligation and payment.

- A copy in the employee's personnel folder.
- A copy to the employee.

**3 FAH-1 H-3233 APPLICATION IN WASHINGTON
FOR SALARY, ALLOWANCES, AND POST
DIFFERENTIAL DUE RETURNING PERSONNEL**

3 FAH-1 H-3233.1 State

3 FAH-1 H-3233.1-1 Transferring Employees

(TL:POH-6; 3-11-96)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

Employees reporting to the United States report to the Foreign Service Lounge (A/OPR/FMAA/ESC) where the DS-1707, Leave, Travel, and Consultation Status is completed and A/OPR/FMAA/ESC:

- Certifies to the correctness of the statements made by the employee respecting the employee's status since receipt of the last payment through the date for which payment is requested; and
- Forwards the DS-1707 to the Office of Financial Operations (M/FMP/FO/OFO), accompanied by the applicable Federal and State tax withholding forms.

3 FAH-1 H-3233.1-2 Separating Employees

(TL:POH-6; 3-11-96)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

Employees report to the Retirement Division (PER/RCT/RET) for completion of the DS-1707. PER/RCT/RET certifies the accuracy of the DS-1707 and forwards it to M/FMP/FO/OFO.

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3 FAH-1 H-3233.2 USIA

3 FAH-1 H-3233.2-1 Transferring Employees

(*TL:POH-093; 08-20-2003*)

(*USIA Only*)

(*Applies to Foreign Service Employees*)

- a. Upon arrival of an employee transferring to the United States, the Foreign Service Personnel Division (M/HRF) or the appropriate Management officer for the International Broadcasting Bureau employees advises the losing payroll office of the arrival of the employee and requests the transfer of payroll authority to the Payroll and Leave Branch (M/CFP).
- b. Upon receipt of notification from CAPPS and the SF-50, Notification of Personnel Action, M/CFP commences payment of the employee's salary from the last date paid as reported by the previous payroll office.

3 FAH-1 H-3233.2-2 Separating Employees

(*TL:POH-6; 3-11-96*)

(*USIA Only*)

(*Applies to Foreign Service Employees*)

The payroll office forwards to Washington the employee's pay card with the TM-8 or memorandum when the employee leaves the post, indicating any allowances due. As soon as they are received, the Payroll and Leave Branch (M/CFP) pays the employee any salary and lump sum payment due from the last date paid by the previous payroll office, plus allowances reported due by the post.

3 FAH-1 H-3233.3 USAID

(*TL:POH-6; 3-11-96*)

(*USAID Only*)

(*Applies to Foreign Service Employees*)

For transferring and separating Foreign Service employees, contact the appropriate office as indicated in HB 26, Chapter 13, Sec. 13D.

3 FAH-1 H-3233.4 Commerce

(*TL:POH-6; 3-11-96*)

(*Commerce Only*)

(*Applies to Foreign Service Employees*)

For transferring and separating employees, contact the Office of Foreign Service Personnel (OFSP).

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3 FAH-1 H-3233.5 Foreign Service Corps-USDA

(*TL:POH-6; 3-11-96*)

(*Foreign Service Corps-USDA*)

(*Applies to Foreign Service Employees*)

For transferring and separating employees, contact

FAS:	ISB/MSD/FSA
APHIS:	IS/RMS, Personnel

3 FAH-1 H-3234 PAYMENT PROCEDURES AT POST

(*TL:POH-6; 3-11-96*)

(*Uniform State/USAID/USIA/Commerce/Foreign Service Corp-USDA*)

(*Applies to Foreign Service Employees Only*)

Payment of allowances to employees stationed abroad is normally made by the post responsible for payroll. Relevant fiscal instructions are as follows:

3 FAH-1 H-3234.1 Education Allowances

(*TL:POH-6; 3-11-96*)

(*Uniform State/USIA/Commerce*)

(*Applies to Foreign Service Employees Only*)

State 4 FAM 423

USIA

Commerce

3 FAH-1 H-3234.2 Employees Who May Be Paid

(*TL:POH-6; 3-11-96*)

(*Uniform State/USIA/Commerce*)

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State

USIA

Commerce

4 FAM 513 and 4 FAM 514

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3 FAH-1 H-3234.3 Allowance Computation and Payment

*(TL:POH-6; 3-11-96)
(Uniform State/USIA/Commerce)
(Applies to Foreign Service Employees Only)*

State USIA Commerce	4 FAM 544
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3 FAH-1 H-3234.4 Frequency of Payment

*(TL:POH-6; 3-11-96)
(Uniform State/USIA/Commerce)
(Applies to Foreign Service Employees Only)*

State	4 FAM 571.1
Commerce	
USIA	MOA VII - 960

3 FAH-1 H-3234.5 Currency to Be Used

*(TL:POH-6; 3-11-96)
(Uniform State/USIA/Commerce)
(Applies to Foreign Service Employees Only)*

State	4 FAM 572.2
Commerce	
USIA	MOA VII - 970

3 FAH-1 H-3234.6 Advance Payments

*(TL:POH-6; 3-11-96)
(State and Commerce Only)
(Applies to Foreign Service Employees Only)*

State	4 FAM 572.3
Commerce	

3 FAH-1 H-3234.7 USAID

*(TL:POH-6; 3-11-96)
(USAID Only)
(Applies to Foreign Service Employees Only)*

Payment of allowances are made by either the Mission Controller in the field or by the Office of Financial Management in USAID/W. Paying officers are to be guided

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by the Standardized Regulations and USAID Handbooks in making all advanced payments. USAID procedures for making advance payments of Temporary Lodging and Living Quarters Allowances are contained in Handbook 19, Ch. 14.

3 FAH-1 H-3234.8 USDA/APHIS

(TL:POH-6; 3-11-96)

(USDA/APHIS Only)

(Applies to Foreign Service Employees Only)

Scheduling of payment of allowances is made by the Field Servicing Office after receipt from the Resource Management Support Staff, IS.

3 FAH-1 H-3235 – H-3239 UNASSIGNED